



University of Michigan

School of Dentistry

ADMINISTRATIVE POLICIES AND GUIDELINES

Subject: **Alcohol and Drug Policy**

Number: **100.300** Version: **2.0**
Date Adopted: May 1, 1994 Revision: **February 28, 2008**
Applies to: **All faculty, staff and students**
Attachments:
Author: **Lopatin, Klark** UM SPG Refs:
Comments: Based on School of Dentistry ad hoc Committee on Alcohol and Other Drugs report, May 1, 1994

POLICY STATEMENT

The University of Michigan, Ann Arbor, is committed to providing a safe, healthy learning community for all its members. The University recognizes that the improper and excessive use of alcohol and other drugs may interfere with the University's mission by negatively affecting the health and safety of students, faculty and staff.

POLICY PURPOSE AND SCOPE

This policy covers guidelines, permissions, expectations, clinical responsibilities, substance abuse sanctions, and counseling and assistance regarding alcohol and drugs on campus.

University of Michigan Policy

The University policy (<http://www.studentpolicies.dsa.umich.edu/studentalcoholdrug.htm>) applies to Students, Faculty and Staff with regard to the use of alcohol and drugs. Briefly:

1. Employees, students, and campus visitors may not consume, possess, distribute, or be under the influence of non-prescription drugs and/or alcoholic beverages on University property, with the following exceptions:
 - a. University functions at which use of alcohol is approved by the unit or department's director and the UM Office of Facilities and Operations, when applicable; and

- b. Residents living in University Housing who are 21 years of age or older may bring small amounts of alcohol for personal consumption into the residence hall room to which they have been assigned, provided the room is not designated substance-free.
2. Michigan law prohibits the dispensing, selling or supplying of drugs or alcoholic beverages to a person under twenty-one years old. While on University property all individuals are prohibited from possessing, consuming, manufacturing, dispensing, or being under the influence of illegal drugs or engaging in improper self-medication.
3. All members of the campus community are also governed by laws, regulations and ordinances established by the state and local municipalities, and will be held accountable by law enforcement representatives of those entities for any illegal activity. It is the responsibility of all campus members to be aware of these laws.”
4. If alcohol is to be present at any event, the preferred methods of serving alcohol are to use a caterer or hold the event at a site provided by a vendor who is licensed to sell and serve alcohol (from <http://www.studentpolicies.dsa.umich.edu/studentalcoholdrug.htm>),
5. Sanctions: In addition to being governed by the laws of state of Michigan regarding drug and alcohol use, the following also apply:
 - a. Staff, faculty and students reporting or returning to work or class whose behavior, appearance or odor reflect the consumption of alcohol or other drugs may be subject to disciplinary action.
 - b. Students are governed by Students Rights and Responsibilities
 - i. The “Statement” is administered by the Office of Student Conflict Resolution (OSCR).
 - ii. OSCR will recommend sanctions when appropriate, which could include suspension or expulsion from the University.
 - iii. Students are expected to know and understand all policies and abide by them.
 - c. Faculty and Staff violations are governed by policies within individual departments and University guidelines, including appropriate collective bargaining agreements and other applicable policies or procedures.
 - i. Sanctions may include: verbal or written warnings, a mandated rehabilitation program, probation, suspension, and termination.
 - ii. In each case there are likely to be different circumstances that are relevant for understanding the situation and determining the appropriate sanction.

School of Dentistry Hosting Responsibilities and Guidelines:

1. Except for approved receptions, consumption of alcoholic beverages in the School of Dentistry facility is prohibited.
2. The cost of alcoholic beverages will not be allowed as charges to general funds, sponsored research, or training funds (grants or contracts) (SPG 501.4-1, 9-1-87, p.13.)
3. Each official function must have a designated host who has responsibilities for familiarity with School of Dentistry and University policies for advance planning, and for ensuring that those responsible for serving alcohol are familiar with the principles “Techniques of Alcohol Management” (TAM) or provide a server trained in TAM.
 - a. The host must be accessible to the serving staff to address problems that arise.
 - b. During the planning phase, the host must obtain approval (see attached form) from the Dean’s Office if alcoholic beverages are to be served.
 - c. Bartenders, when used, should be trained in TAM and should be provided at the ratio of one bartender to 50 individuals in attendance.
 - d. Someone with authority must be designated to arrive early to be sure that sufficient food and non-alcoholic beverages are available and that trained servers and procedures for checking identification are available.
 - e. When students or underage individuals are known to be among those in attendance, bar servers and hosts have increased responsibilities to request identification.
4. The host is ultimately responsible for intervening if non-moderate drinking or other high-risk behaviors are developing.
 - a. The host has the right and responsibility to refuse to serve additional alcoholic beverages to individuals who become intoxicated or whose behavior is problematic for other guests or for the setting.
 - b. Servers and other staff should know before the event begins who is responsible, how the host wishes to handle potential problems and who will inform the guest(s) that alcohol service is being discontinued, should this become necessary.
5. A host with questions about the appropriateness of alcohol at an event or the adequacy of regulatory procedures should consult with University counsel, the risk management office and/or the Dean’s Office. For many occasions, wine or wine/champagne punch may be offered instead of a full bar.
6. The event planners should consider the cumulative effects of before, during and after-meal alcoholic beverages in planning when and whether to serve alcoholic beverages.

7. Alternative transportation options should be available when current arrangements might be unsafe; staff and others responsible should be aware of these arrangements and be prepared to use them if there is any question about a guest's ability to drive or walk safely.
8. The host(s) and those responsible for serving or selling should exercise particular caution regarding their consumption of alcoholic beverages while conducting these duties.
9. Servers should attend the serving station for the entire length of time that alcoholic beverages are served.
 - a. The beverages should never be left unattended, either at a bar, a serving table, or in common source containers (e.g., kegs, punch bowls).
 - b. Servers should measure the alcohol in standard measures.
 - c. They should be instructed to notice how often guests are returning for refills and to notify the host or other designated person about guests who are returning frequently or appear intoxicated.
10. Punch that contains alcohol must be conspicuously labeled. A non-carbonated base is preferable since carbonation increases the absorption of alcohol.
11. An ample selection of attractive non-alcoholic alternatives must be visible and regularly offered to guests, preferably in containers and with garnishes similar to those used for the alcoholic beverages.
12. Sufficient quantities of food to last the entire event should be available. High protein, non-salty foods are preferable.
13. At meals where wine is served, guests should not be served other alcoholic beverages during the meal.
14. Several types of non-alcoholic alternatives should be readily available.
15. The suggested serving timetable for alcoholic beverages at School of Dentistry events is:
 - a. Receptions with no meal service; no longer than two hours; one and a half hours is preferable.
 - b. Receptions with meals: no longer than one hour before the meal; 45 minutes preferable.

Counseling and Intervention

The University of Michigan encourages individuals with alcohol or other drug-related problems to seek assistance.

- Emergency care for Faculty, Staff and Students is available at UM Psychiatric Emergency Services, Level B1 of the Medical Center, adjacent to the Department of Emergency Medicine. Crisis help hotline: 734-996-4767 (24/7)
- Non-Emergency Care for Students: UM counseling and Psychological Services, Michigan Union 3rd floor. (734-764-8312) or University Health Service, 207 Fletcher Street (734-763-1320)
- Non-Emergency Care for Faculty and Staff: Faculty and Staff Assistance Program (FASAP), 1009 Greene Street, 2076 Administrative Services Building (734) 936-8660.

Other specific information, including Counseling and Treatment Programs:

Campus Safety Handbook (pgs. 24 and 25), including reference information (p. 6).

Also, see websites below:

- <http://www.umich.edu/~safety/pdf/clery.pdf> (Campus Safety Handbook)
- www.uhs.umich.edu/wellness/aod/index.html (University Health Services)
- www.studentpolicies.dsa.umich.edu (University Policies Affecting Students)
- <http://www.oscr.umich.edu/statement/> (Students Rights and Responsibilities)
- <http://www.provost.umich.edu/faculty/handbook/18/18.D.html> (Faculty Handbook)
- <http://spg.umich.edu/> - Standard Practice Guide 201.12 (Discipline regarding Performance and Conduct for Faculty and Staff). 201.14 – Faculty and Staff Assistance Program (FASAP).

Policies applying to School of Dentistry Students:

Graduate, DDS and Dental Hygiene students are expected, as a part of their acceptance to their respective academic programs, to commit to the following proposed statement that is listed under Professional Conduct from the Clinic Procedure Reference Manual, Section III, B-3, Section Number 1.5:

Should there be reasonable cause to believe that I am unable to discharge my educational and clinical responsibilities appropriately due to an alcoholic or drug problem, I understand that I may be required to undergo an appropriate alcohol and/or drug screen to determine whether such a problem is present. I further understand that I may be temporarily suspended from my responsibilities pending completion of such an evaluation.

Intervention, assistance, re-entry and sanctions for students should be managed, as follows:

- a) Graduate students will be managed by the student's primary academic department.
- b) Predoctoral and Dental Hygiene students will be managed by the Office of Student Services and the Dental Hygiene Director
- c) All other issues will be managed by the Office of the Dean

Policies Relating Specifically to Drugs:

- <http://www.umich.edu/~safety/pdf/clery.pdf> (Campus Safety Handbook, p. 24-25)
- www.uhs.umich.edu/wellness/aod/index.html (University Health Services)
- <http://spg.umich.edu/> - Standard Practice Guide 201.12 (Discipline regarding Performance and Conduct for Faculty and Staff). 201.14 – Faculty and Staff Assistance Program (FASAP).
- <http://www.provost.umich.edu/faculty/handbook/18/18.D.html> (University Faculty Handbook)

Any person taking prescription drugs or over-the-counter medication is personally responsible for ensuring that while taking such drugs or medications, he or she is not a safety risk to themselves and others while on University property, while driving a University or privately owned vehicle, or while otherwise engaged in university business.

For the purpose of this policy, the term “drug” includes:

- a. controlled substances, as defined in 21 USC 802, which cannot be legally obtained; or
- b. legally obtainable controlled substances which were not legally obtained, including:
 1. prescribed drugs when prescription is no longer valid;
 2. prescribed drugs used contrary to the prescription;
 3. prescribed drugs issued to another person.

All members of the campus community are also governed by laws, regulations and ordinances established by the state and local municipalities, and will be held accountable by law enforcement representatives of those entities for any illegal activity. It is the responsibility of all campus members to be aware of these laws.

Specific Drug Policies applying to Faculty or Staff:

<http://www.provost.umich.edu/faculty/handbook/18/18.D.html>. University policy sets forth the Employee Reporting Requirement. This federally-mandated policy requires a faculty or staff member who works in any capacity under a federal grant or contract to notify his or her department head or University supervisor in writing of the employee's own conviction for a violation of any criminal drug statute occurring in the workplace. This notice must be given no

later than five days after a current conviction or within five days of beginning work on the grant or contract for past convictions. The department head or supervisor must report the violation promptly to the Vice President and General Counsel's Office.

**SCHOOL OF DENTISTRY
UNIVERSITY OF MICHIGAN**

Request for Approval to Serve Alcohol

The University has established guidelines concerning the use of alcoholic beverages. This form must be completed and submitted for approval as part of the process of planning University of Michigan School of Dentistry affiliated events where the use of alcohol is anticipated. This form is available on the mi-Tools site <<https://intranet.dent.umich.edu/>>. Please submit this form to the Senior Associate Dean's office a minimum of one week prior to the date of the event.

1. Public events, and those where at least half of the participants under the age of 21, are not permitted to serve alcoholic beverages.
2. Bartenders trained in Techniques of Alcohol Management (TAM) at ratio of one bartender per 50 guests should be used at official events.
3. Safe and responsible consumption should be encouraged, with food served, designated drivers, taxi service (if needed), etc.
4. Units must notify the Department of Public Safety at 3-1131 concerning this event, and the event should not be advertised with an emphasis on the service of alcohol.

Date submitted:	
Unit hosting event:	
Planner/Host:	
Venue, date and time:	
Estimated number of participants attending, age, range, including number under twenty-years of age:	
Type of activities planned (i.e., social event, continuing education, etc.):	
Type of alcohol to be served and time and duration of alcohol service:	
Will food be served? (Yes/No) Type/availability:	
Will a professional bartender be in attendance?	

Please return this form to the office of the Senior Associate Dean one week prior to the event.

Approved by Dennis E. Lopatin, Sr. Associate Dean

Date